



WASTE MANAGEMENT POLICY

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Contents

Introduction.....	3
Objectives	3
Scope.....	3
Waste Management Hierarchy	3
Policy Guidelines	3
1.1 Paper Waste	4
1.2 E-Waste.....	4
1.3 Plastic Waste	4
Employee Awareness	4
Responsible Procurement.....	4
Roles and Responsibilities.....	4
Regulatory References	Error! Bookmark not defined.

Introduction

Midland Microfin Limited ("MML" or "the Company") recognizes the importance of responsible waste management as an integral part of its commitment to environmental sustainability. As a financial services institution, the Company's operations generate relatively limited quantities of waste, primarily comprising electronic waste (e-waste), dry waste (primarily paper waste) and wet waste generated from pantry facilities. MML is committed to minimizing waste generation, promoting resource efficiency, encouraging refuse, reuse, reduce and recycling wherever feasible, and ensuring the safe and environmentally responsible disposal of waste in compliance with applicable laws and regulations.

Objectives

- Minimize waste generation through efficient use of resources.
- Promote the principles of Reduce, Reuse, Repurpose and Recycle wherever possible.
- Encourage digital processes to reduce paper consumption.
- Ensure safe handling and disposal of electronic and other office waste.
- Comply with applicable environmental regulations relating to waste management.
- Foster environmental awareness among employees.

Scope

This Policy applies to:

- Head office, corporate office, regional offices and branches of the Company.
- All permanent, contractual and temporary employees.
- Vendors and service providers engaged in waste collection or disposal, where applicable.

Waste Management Hierarchy

- Reduce - minimize waste at source (e.g., paperless processes, printing only when necessary).
- Reuse – use reusable materials over single-use ones; avoid single-use plastic (e.g., water bottles instead of disposable plastic)
- Repurpose – give items a second use before discarding (e.g., boxes for storage, tins for penholders)
- Recycle – wherever feasible, segregate and route waste to authorised recyclers.
- Dispose – for waste that cannot be reduced, reused, or recycled, ensure hand over to the municipal/government waste collector as per local regulations. May shift to authorized waste handlers in future.

Policy Guidelines

The Company shall adopt the following principles:

1.1 Paper Waste

- Prefer digital documentation and e-signatures wherever regulations permit.
- Print only when necessary; default to double-sided printing.
- Wherever feasible, segregate wastepaper for recycling.
- Shred or securely destroy records past their retention period.
- Encourage responsible consumption of office supplies.

1.2 E-Waste

- Hand over all e-waste only to the agencies authorized under the applicable regulations.
- Administration maintains a record of e-waste handed over.
- Data-bearing devices must be securely wiped before disposal.
- Never discard e-waste with general waste or sell to unauthorized scrap dealers.

1.3 Plastic Waste

- Discourage single-use plastics; encourage reusable alternatives.
- If possible, shall segregate plastic waste for recycling wherever collection is available.

Employee Awareness

- Promote hygiene, cleanliness, and waste segregation awareness through posters/notices at offices and branches.
- Send periodic reminders on paper-saving and plastic reduction.

Responsible Procurement

The Company shall, where practical:

- Prefer durable and reusable office materials.
- Encourage procurement of environmentally preferable products.
- Reduce procurement of single-use items where operationally feasible.

Roles and Responsibilities

Board of Directors	Approves the Policy; reviews implementation.
Administration / Facilities Function	Owens day-to-day implementation – vendors, records, bins, etc. To conduct responsible procurement

IT Function	Ensures e-waste and data wiping
Branch Managers	Promoting cleanliness, responsible waste handling, and proper disposal practices at the branch
All Employees	Follow segregation practices, promote hygiene; minimize printing and plastic use

Note: This Policy addresses environmental waste management and is separate from the Company's Information Security and Data Retention/Destruction Policy, which governs disposal of customer data specifically.